



Application for Employment Augusta, Georgia

HUMAN RESOURCES DEPARTMENT

ROOM 601, MUNICIPAL BUILDING, AUGUSTA, GEORGIA 30911

www.augustaga.gov JOB LINE: (706) 821-2305 PHONE: (706) 821-2303 FAX: (706) 821-2867

In order to be considered for a position, applications must be complete. You must **PRINT, SIGN** and **DATE** your application in **INK**.

Position Applying For			Date	
Name Last	First	MI		
Current Address	City	State	Zip Code	
Telephone Number(s)	()	()	()	

Have you ever been employed with the City of Augusta or Richmond County before? ☐ Yes ☐ No

If yes, Date Position

On what date would you be available for work?

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No ☐ N/A

If you are required to register with the Selective Service, can you show proof of registration? (Required of males ages 18 – 26.) ☐ Yes ☐ No ☐ N/A

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you legally eligible to work in the U.S.? ☐ Yes ☐ No

Do you have any relatives employed with us? ☐ Yes ☐ No

If yes, Name Relation Dept

If yes, Name Relation Dept

Have you ever been convicted of, plead guilty or no contest to a misdemeanor? ☐ Yes ☐ No

If yes, please give date and explanation.

Have you ever been convicted of, plead guilty or no contest to a felony? ☐ Yes ☐ No

If yes, please give date and explanation.

***A misdemeanor or felony conviction will not necessarily disqualify a job candidate from being considered for a position, unless applicable by law.**

Education

High School				
School Name and Address				Did you graduate?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
If not a high school graduate, do you have a GED?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Technical or Business Schools				
School Name and Address	Number of years attended	Course of study	Did you graduate?	Degree obtained
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Colleges/Universities				
School Name and Address	Number of years attended	Course of study	Did you graduate?	Degree obtained
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Augusta is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, gender, age, national origin or disability. Applications are kept on file for 90 days.



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References: List three (3) personal references who are not related to you and are not previous employers.

Name	Address	Phone Number	Years Known

Employment History: List most recent or current job first: (please cover last eight (8) years, attach additional page if needed.)

Name of Organization	Telephone ()	Dates Employed From mo/yr To mo/yr
Number and Street	City State Zip Code	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Official Job Title	Name of Supervisor	Pay (hourly rate/salary) Starting Final

Describe Specific Job Duties _____

Reason for Leaving _____

Name of Organization	Telephone ()	Dates Employed From mo/yr To mo/yr
Number and Street	City State Zip Code	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Official Job Title	Name of Supervisor	Pay (hourly rate/salary) Starting Final

Describe Specific Job Duties _____

Reason for Leaving _____

Name of Organization	Telephone ()	Dates Employed From mo/yr To mo/yr
Number and Street	City State Zip Code	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Official Job Title	Name of Supervisor	Pay (hourly rate/salary) Starting Final

Describe Specific Job Duties _____

Reason for Leaving _____

List any additional training, skills or equipment you are skilled in operating related to the position in which you are applying. (This may include computer applications, typing speed, a CDL license, or any other skills.) _____

Authorization and Release

My signature on this application form attests to the fact that all information included is true to the best of my knowledge. I am aware that falsification/misrepresentation on any part of this application form and attached resume or credentials may disqualify me for employment or result in immediate dismissal, regardless of when discovered. I understand that any employment pursuant to this application shall be subject to the condition that I pass the pre-employment drug screening urinalysis test and that information regarding use of drugs may be disclosed to the appropriate county representative as a part of the employment process. I further understand that a post-offer of employment physical examination is also required for certain positions, and in those cases, employment is conditional upon successfully passing the examination. All medical information will be classified as confidential. I hereby authorize Augusta to investigate the information contained in my application, and to verify the information that I have submitted. I further authorize any past or present employer, law enforcement agency, or educational institution to release any information contained in my personnel file, police, or school record. I hereby release any individual providing requested information from all liability and agree not to sue for defamation or other claims based upon statements made to any representative of Augusta.

Signature of Applicant

Date



APPLICANT DATA SHEET

COMPLETION OF THIS FORM IS VOLUNTARY

INSTRUCTIONS:

The Augusta government is an equal opportunity employer committed to the policies and principles of affirmative action and equal opportunity. To help us comply with federal equal opportunity record-keeping requirements, please answer the questions on this survey. This information will assist the Human Resources Department in ensuring that our recruitment efforts are reaching all areas in the community and that all protected classes are represented in our applicant pool. This data will be used in periodic government reporting and will be kept in a confidential file separate from the Application for Employment. Failure to submit this data will not in any way affect your opportunity to interview or candidacy for present or future employment.

1. Ethnic Background (Please check all that apply if you are of multi-cultural background):

- a. ☐ Caucasian (Not of Hispanic Origin)
- b. ☐ African American (Not of Hispanic Origin)
- c. ☐ American Indian/Alaskan Native
- d. ☐ Hispanic
- e. ☐ Asian/Pacific Islander
- f. ☐ Other

2. Gender: a. ☐ Male b. ☐ Female

3. Birth Date: Month Day Year Age

4. How did you hear about this job? (Please check all that apply)

- a. ☐ Local Newspaper
- b. ☐ State Employment Agency
- c. ☐ Minority Organization
- d. ☐ Professional Publication
- e. ☐ Current Employee
- f. ☐ Job Announcement
- g. ☐ Job Line
- h. ☐ Internet
- i. ☐ Other

5. Please identify if you are in one or more of the following groups related to Veterans & Disability Status (Please mark all that apply):

[☐] **A Disabled Veteran** - A "disabled veteran" is defined to be a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30 percent or more, (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 to have a serious employment disability, or (iii) a person who was discharged or released from active duty because of a service-oriented disability.

[☐] **A Veteran of the Vietnam Era** - A "veteran of the Vietnam Era" is defined as a person who (1) served on active duty for a period of more than 180 days during the Vietnam Era and who was discharged or released there from with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed during the Vietnam Era. The "Vietnam Era" is defined as (i) any active duty occurring between August 5, 1964 and May 7, 1975 or, (ii) any active duty part of which occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975.

[☐] **Other Protected Veteran** - "Other protected veteran" is defined as a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. A complete list of qualifying military engagements is available online at <http://www.opm.gov/veterans/html/vgmedal2.htm>.

[] **An Individual with a Disability** - An "individual with a disability" is defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

(i) Any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability, so that you will be considered for any positions of that kind. Please feel free to attach extra pages as needed.

(ii) Any accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations. Please feel free to attach extra pages as needed.

If you have a disability and require accommodations for interviewing, then please inform the Human Resources Department when you are contacted regarding your opportunity to interview. You may also contact Human Resources at 706-821-2303 with any questions that you might have. Additionally, you may contact the Equal Employment Opportunity Office at 706-826-4789 with questions regarding accommodations for interviewing.

Thank You for your cooperation! Augusta Human Resources looks forward to serving you!

NAME

DATE OF APPLICATION

TITLE OR POSITION FOR WHICH YOU ARE APPLYING

Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age or disability.